

Privacy statement Formaz Training Services



Formaz Training Services values your privacy and therefore processes personal data in accordance with applicable regulations. We process these data only for specified and legitimate purposes.

This privacy statement serves to provide an overview regarding the personal data we collect and how we ensure designated privacy in doing so.

For further questions, comments or concerns about this, please contact us anytime.

Formaz Training Services BVBA, with registered office at BE 9940 Evergem, Delori-Maeslaan 21 VAT: BE 0882 547 669 lawfully represented by Jeroen Jansen, in his capacity as director.

In-house training centers with the following coordinates:

- Steenoven 41 – BE 3945 Ham
- Delori-Maeslaan 21 – BE 9940 Evergem
- Rittwegerlaan 50 – BE 1830 Machelen

Contact details:

www.formaz.be

info@formaz.be

+32 (0)2/253 85 11

Administrative services located in BE, Evergem, Delori-Maeslaan

Article 1 - Definition of service

Formaz specializes in training in logistics, transport and safety. We organize trainings in our own mentioned centers in Belgium and the Netherlands or in-company.

As a result of these trainings, participants become certified in order to fulfill the legal training obligation and to be able to perform this specific function.

Both the companies we work with and the participants of the trainings can request and manage these certificates and related reports online. These documents, certificates and related information/reports are managed by Formaz Training Services through a central online database. This is a customized online portal.

Article 2 - Company and personal data we process

Article 2.1 Subject of processing – Businesses

Formaz Training Services processes personal and company data because companies use our services and/or because they provide it to us themselves. Below is an overview of the company and personal data we process:

- Company name
- Address(es) of the company
- Title of the company
- First and last name of contact person(s)
- Gender contact person(s)
- Phone number of company and/or contact person(s)
- VAT number
- Data concerning the joint committee
- E-mail address of company and/or contact person(s)

Article 2.2 Purpose of processing - Companies.

The above data are collected and registered by Formaz Training Services in a CRM tool in order to provide a smooth and correct service. These data are used to prepare and send offers, order confirmations and accounting documents such as invoices regarding our services.

These data are also used and processed in a customized planning and management system (Formaz Database ADB) in order to send and process information regarding our services such as reminders, reports, certificates and reminders.

Formaz Training Services strives to keep connections, clients and partners up to date and therefore sends out newsletters at regular intervals. The above information is therefore also used to send these newsletters. This is only applicable if you have given your permission and of course you always have the possibility to unsubscribe.

Article 2.3 How long we keep company and personal data- Companies

Formaz Training Services does not retain company and personal data longer than strictly necessary to fulfill the purposes for which your data is collected. This period is not defined in time.

Article 2.4 Subject of Processing - Training Participants.

Formaz Training Services processes personal data because employees of companies or organizations and individuals use our services. This info is provided to us by the participants (or employers) themselves. In a possible first stage, this data is provided to us through an online registration via our website. The registrant can either be a private individual or a company/organization in the capacity of employer.

During the trainings and services, the participant's explicit and written consent is requested to use and process their personal data. These signed statements are archived by Formaz Training Services both physically and digitally for a period of five years. Below is an overview of the personal data we process:

- First and last name participant
- Date of birth participant
- Place of birth participant
- Gender participant
- National registration number (BE) or Citizen service number (NL) participant
- Address data participant
- E-mail address participant

Article 2.4 Purpose of processing - Training participants.

The above data are collected and recorded by Formaz Training Services in a customized planning and management system (Formaz Database ADB) in order to provide participants and employers with a view of the training(s) attended. These personal data are also needed to provide the personal certificates obtained from the training and after service to both employers and participants of the respective training.

Article 2.5 How long we keep company and personal data- Training participants

Formaz Training Services will not retain your personal data for longer than is strictly necessary to fulfill the purposes for which your data is collected.

This period is set to the period of validity of the certificates issued, specifically a period of 5 years.

Article 3 - Sharing personal data with third parties

Formaz Training Services does not provide this data to third parties unless specifically requested by the relevant company, organization or participant.

Given that some participants, companies or organizations expect that there will be an intervention through an affiliated sector fund, the requested information and personal data will be transferred to the relevant sector fund after written consent of the participant and/or company/organization.

Given that some participants, companies or organizations expect that a specific certification will take place which can only be made possible through a cooperation with an external partner or examination center, this information will, after written consent of the participant and/or company/organization, be transferred to the relevant partner and/or examination center.

Article 4 Cookies, or similar techniques, that we use

Formaz Training Services does not use cookies or similar techniques to analyze user data through our website.

Article 5 - Viewing, modifying or deleting data

You have the right to view, correct or delete your personal data. In addition, you have the right to withdraw your possible consent to data processing or object to the processing of your personal data by Formaz Training Services.

Article 6 - How we secure personal data

Formaz Training Services takes the protection of your data seriously and takes appropriate measures to prevent misuse, loss, unauthorized access, unwanted disclosure and unauthorized modification. If you have the impression that your data is not properly secured or there are indications of misuse, please contact our administration or at info@formaz.eu.

Each company or organization using our services will be given a unique username and password to login to our online portal. This portal can be accessed through our website. A user of this portal has no ability to request or view any other data and can only access the data related to his/her organization.

Formaz Training Services cannot be held liable if these unique login details are lost, distributed or made known by our users. Of course, we always have the option to change or block these details and your account at your request.

Each participant of a training course organized by Formaz Training Services can request the relevant certificate that this person has obtained after attending a training course, by means of some unique data such as first and last name and date of birth. This certificate can be retrieved via our online portal which can be accessed via our website. Participants do not have the possibility to request or view data or certificates of other participants and/or organizations.

Article 7 - Rights and obligations of Formaz Training Services around the processing of these business and personal data

Formaz Training Services and its employees undertake to use and process the data obtained in a confidential, discrete, lawful and proper manner. This data will only be applied and processed for the purpose described above.

Formaz Training Services processes company and personal data only on the basis of written approval from the participants. If this approval is not present, the obtained data will not be able to be used and processed.

Formaz Training Services takes the appropriate technical and organizational measures, taking into account the state of the art, the implementation costs, as well as the nature, context and purposes of processing and the risks to the rights and freedoms of individuals, differing in their likelihood and severity, to ensure a level of security appropriate to the risk.

Formaz Training Services confirms that if there are any changes in the legislative framework regarding the protection of personal data, as a result of which this agreement needs to be modified, these modifications will be implemented.

Article 8 - Jurisdiction of courts and applicable law

All issues, questions and disputes concerning the validity, interpretation, enforceability, performance or termination of this statement shall be governed by Belgian or Dutch law alone.

Any claims, disputes or controversies arising out of this agreement that cannot be amicably resolved shall be settled in the courts of the relevant districts.

Prepared at Denderhoutem, on May 25, 2018.

Jeroen Jansen Director

Formaz BVBA, Formaz BV and Formaz VZW